

Acquisition & Cross Servicing Agreements (ACSAs)



The overall classification of
this briefing is
UNCLASSIFIED



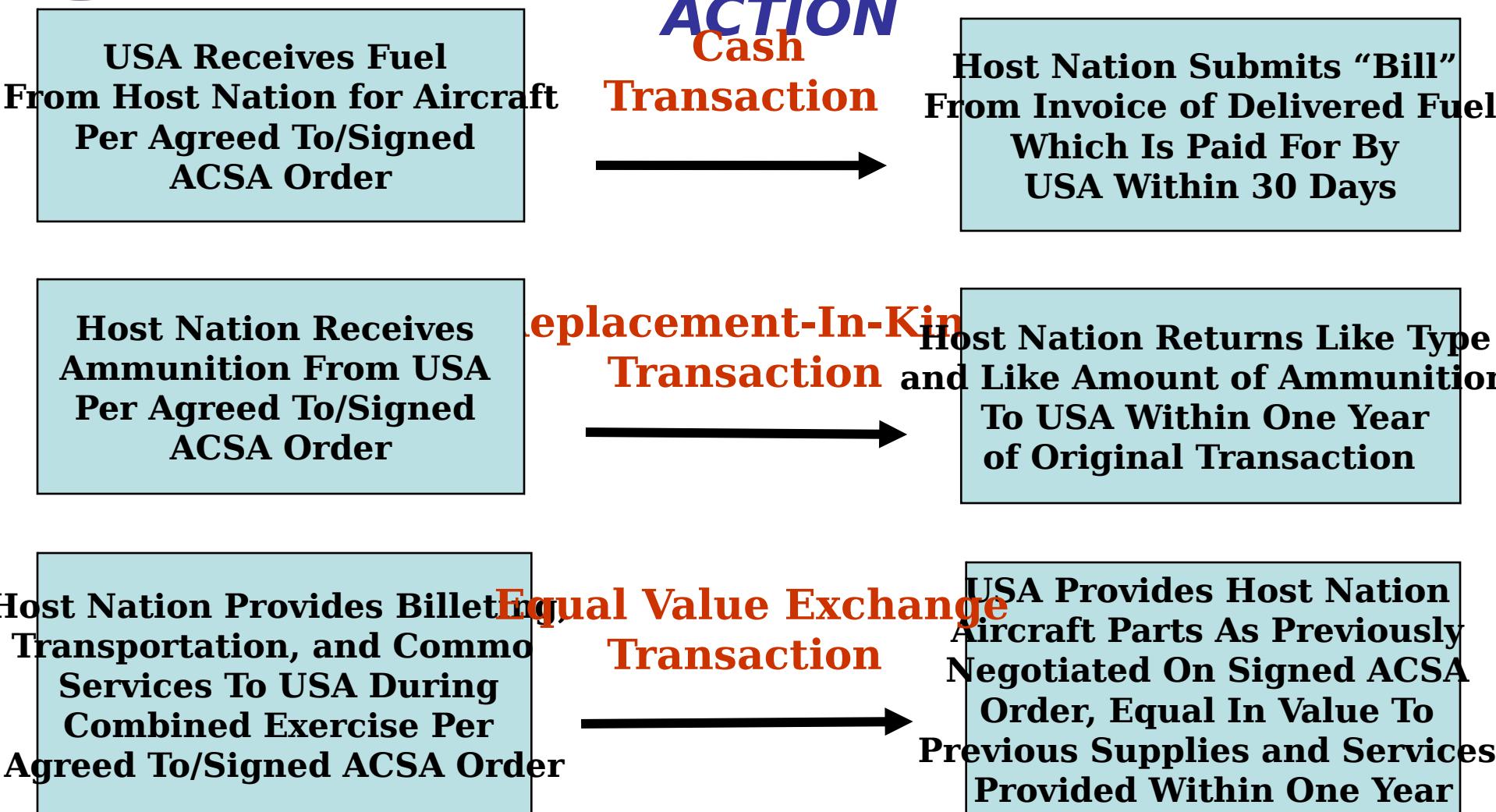
AGENDA

A

- Examples of ACSA in Action
- ACSA Process
- How does an ACSA Work
 - ACSA Order Relay
- Financial Flow
 - Reimbursables
 - Buys
- Lessons Learned / Successes
- Training & Staff Assistance Visits
- Questions... Where to Go



POTENTIAL EXAMPLES OF ACSA IN

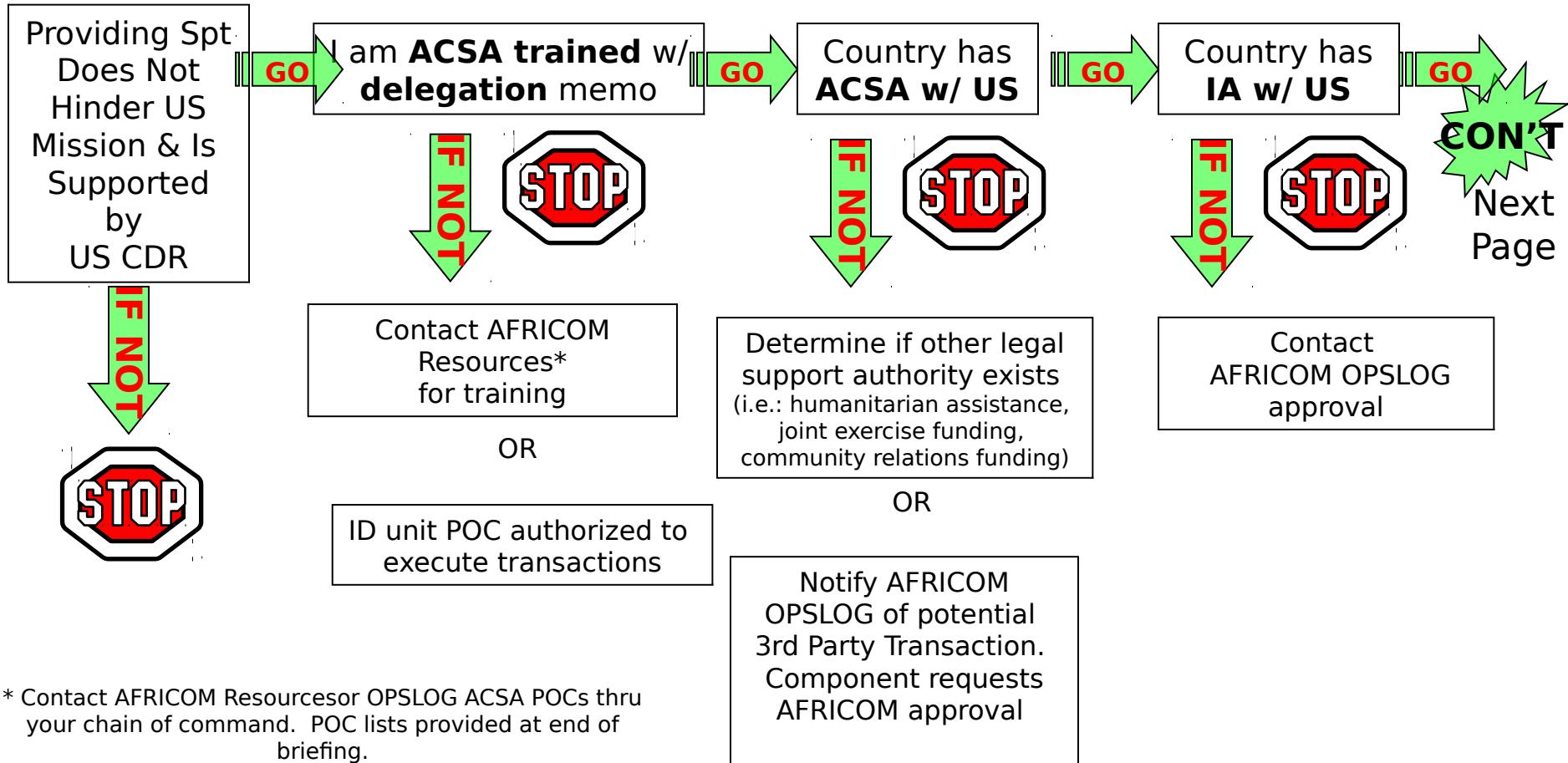




Can I PROVIDE Spt Thru ACSA?



I Can **PROVIDE** ACSA Support To Another Country If:

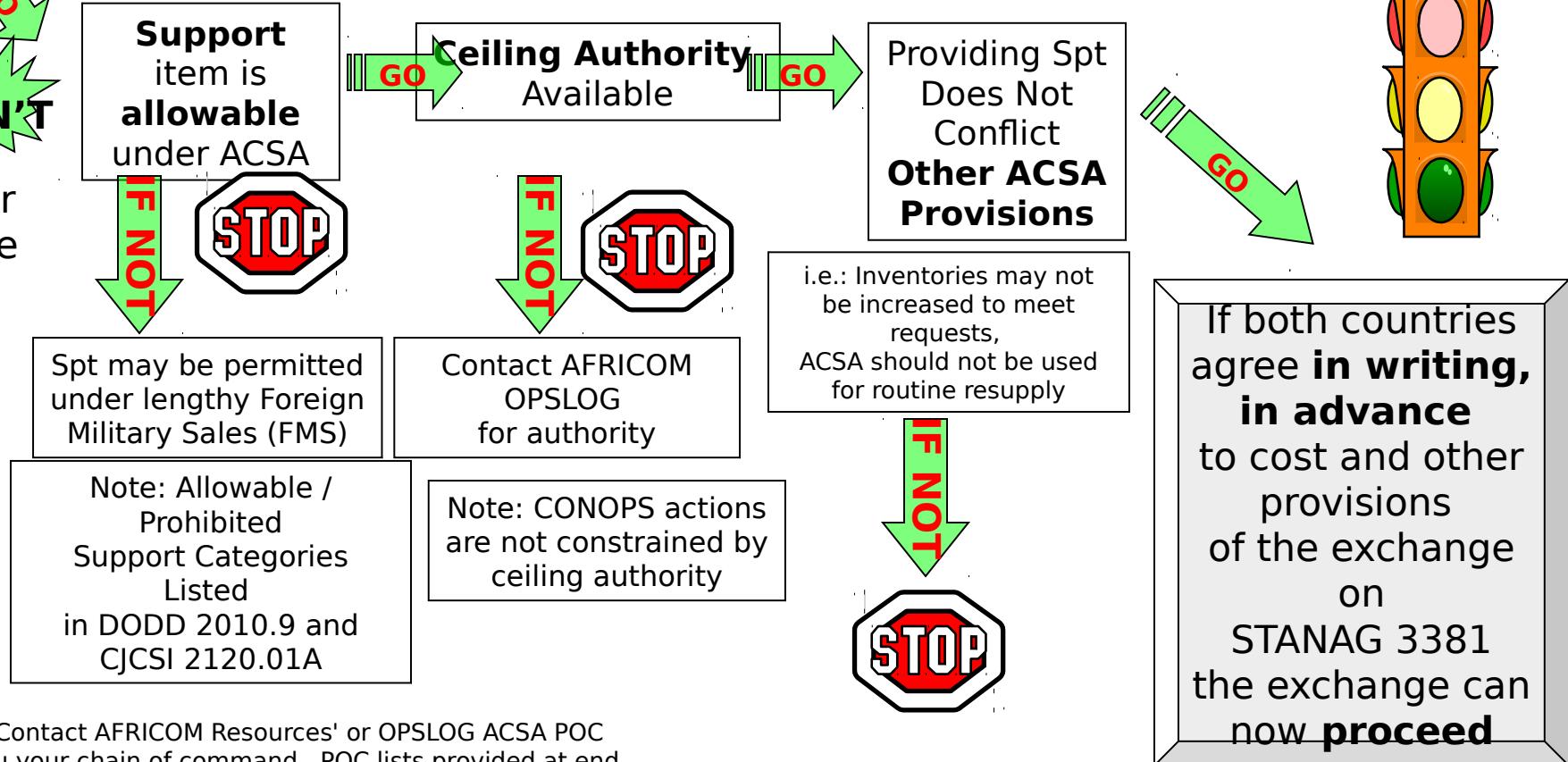




Can I PROVIDE Spt Thru ACSA? (cont)

I Can PROVIDE ACSA Support To Another Country If:

CON'T
Prior Page



* Contact AFRICOM Resources' or OPSLOG ACSA POC thru your chain of command. POC lists provided at end of briefing.



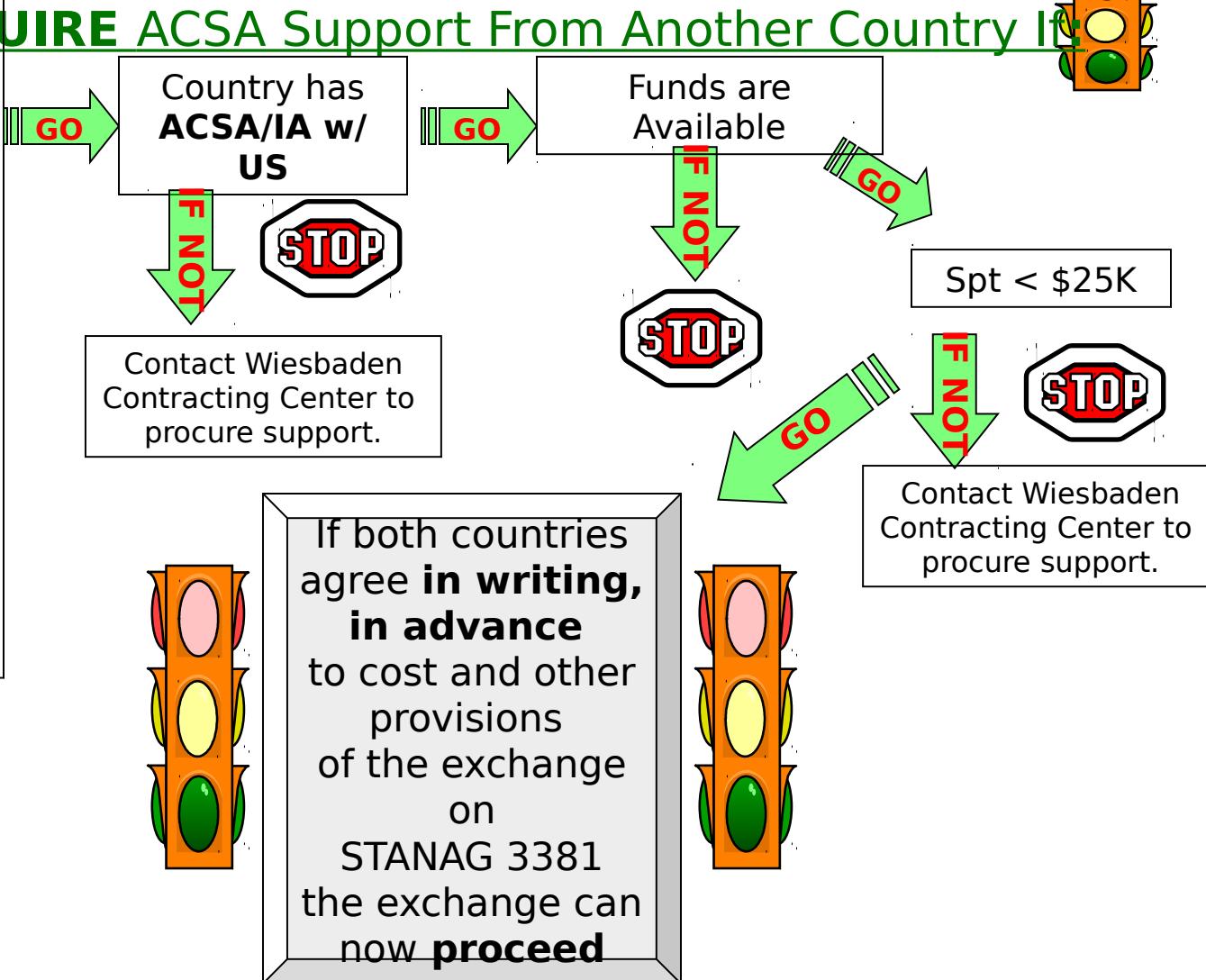
Can I ACQUIRE Spt Thru ACSA?

As with providing support,

to acquire ACSA support:

- Acquisition must be supported by US CDR
 - I must be **ACSA trained** w/ **delegation** memo
- **Support** category must be **allowable** under ACSA
- **Ceiling Authority** must be available
 - Support cannot conflict w/ **ACSA**

See Instructions
in Previous Slides





HOW DOES AN ACSA WORK???

- Either nation places a written ***order***:
 - Individual orders under ACSA must be mutually agreed and consistent with ***both*** countries' national priorities
 - Becomes a binding document upon acceptance

- The reciprocating nation sources the LSSS
- Transactions are reimbursable by currency, replacement-in-kind, or equal value exchange
- Reciprocal pricing used for acquisitions or transfers (i.e., charge each other what we charge ourselves)
- Both nations reconcile the order

A screenshot of a Microsoft Word document titled "INTERAGENCY AGREEMENT LETTER (IAL) FOR THE SUPPORT OF SECURITY POLICIES AND OPERATIONS IN AFRICA". The form contains several sections with fields for "RECIPIENT", "TRANSACTION", "TRANSACTION DOCUMENT NO.", "ACCT/ACT NO.", and "DATE". There are also sections for "ACKNOWLEDGMENT OF RECEIPT" and "DISCLAIMER". The document is in black and white.



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Standard ACSA Order Form (2006)

Order_View

http://localhost/AGATRSv2/Webmodules/Order/Order_View.aspx?ViewType=Blank

3/2/2006

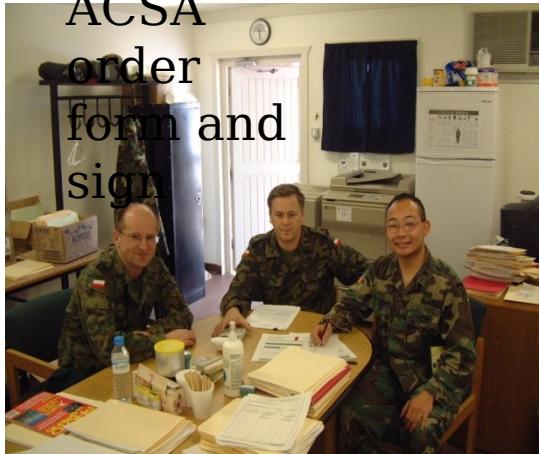
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How Does An ACSA Order Work?



Request Order

- Identify Logistics Requirement
- Initiate ACSA order



Acceptance Receiving Report

- Verify Logistics was transferred
- Update ACSA order form and sign

STANDARDIZATION AGREEMENT 2001, ANNEX C, NATO STANAG FORM FOR RECEIPT, RECEIPT AND RETURN OR INVOICE FORMULAR, STANDARDISATION DE DOCUMENT DE RECEPTION, DE RECEPTION ET DE RETOUR OU DE FACTURATION									
A. REQUIREMENTS		B. RECEIPT/RETURN		C. INVOICING		D. PAYMENT			
1. REQUIREMENTS		2. RECEIPT/RETURN		3. INVOICING		4. PAYMENT			
4. PAYMENT		5. RECEIPT/RETURN		6. INVOICING		7. PAYMENT			
8. METHODS OF PAYMENT		9. METHODS OF RECEIPT		10. INVOICING		11. PAYMENT			
12. AUTHORIZATION TO PAYMENT		13. METHODS OF RECEIPT		14. INVOICING		15. PAYMENT			
16. ACKNOWLEDGEMENT OF RECEIPT		17. METHODS OF COMPENSATION		18. INVOICING		19. PAYMENT			
20. RECEIPT ACCEPTED DURING BANK SIGNATURE		21. METHODS OF COMPENSATION		22. INVOICING		23. PAYMENT			
24. TRANSPORTATION		25. PAYMENT		26. INVOICING		27. PAYMENT			
28. STATEMENT THAT THE AMOUNT INVOICED IS EXCLUSIVE OF ALL TAXES FOR WHICH EXEMPTION HAS BEEN INVOKED UNDER PROVISIONS OF EXISTING AGREEMENTS AND THE INVOICE IS CORRECT.									
29. NAME, RANK, SIGNATURE									
30. NAME, RANK, SIGNATURE									
AC FORM 111-12A D. MAY 98									

Invoice

- Specify billing and payment information
- Exchange payment: Cash, RIK, EVE
- Reconcile ACSA order form and close out order





Behind the scenes of the race...

Logistician/Unit:

Receives/initiates requests for support from/to countries
Negotiates terms of support/provides prices
Prepares documentation (electronic/hardcopy)
Obtains signatures on ACSA orders
Maintains records for all transactions
Develops/maintains rapport with nations to facilitate
eventual closure of all transactions (buying/selling)



Behind the scenes of the race...

Resources:

- **Reviews transactions for completeness**
- **Inputs transactions into financial system**
- **Forwards all transactions to DFAS for processing**
- **Maintains financial spreadsheets on status/amount of all transactions**
- **Develops/maintains contract info on all countries**
- **Maintains AGATRS**
(ensure 'Cradle to Grave' status of all transactions)



Behind the scenes of the race...

DFAS:

Reviews transactions for completeness

Verifies contracts are in place/adequately resourced

Generates 1080 bills to countries for deferred billing

Makes payments to countries

Collects reimbursements from countries

Sends collection reminders on due bills as necessary

Credits appropriation that incurred cost

Maintains all reimbursable records for 10 years (law)



Behind the scenes of the race...

COUNTRY:

- **Receives bills from U.S.**
- **Makes payments to U.S.**
- **Receives payment from U.S. for
invoiced support**



Financial Flow Chart for ACSA Orders

- **Reimbursable Billings (Country owes US)**
- **Cash Collection Vouchers (CCVs)**
- **Equal Value Exchange (EVEs)**
- **Replacement In Kind (RIKs)**
- **Direct Billings (US owes Country)**



Reimbursable Billings

- Logistician provides requesting country completed ACSA Order for final approval and signatures (i.e. meals)
- Requesting country decides method of payment
- Logistician forwards completed ACSA Order to Resource Manager (RM)
- RM processes reimbursable earning
 - Post Customer Number
 - Post Accounting Processing Code (APC)
 - Certifies
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- RM forwards a copy of ACSA Order to DFAS
- RM post ACSA Order to excel spreadsheet
- RM updates AGATRS
- If requesting country decides to pay via CCV, Logistician will follow CCV procedures; **LOGISTICIAN WILL NOTIFY RM IMMEDIATELY AND FORWARD COPIES OF CCV AND STANAG(s) TO RM. RM will provide a copy to DFAS.**

 A screenshot of a computer screen showing a software application titled "REIMBURSABLE BILLINGS". The interface includes various input fields and dropdown menus for entering financial and administrative data. The form is divided into sections such as "REIMBURSABLE BILLING INFORMATION", "TRANSPORTATION DOCUMENT INFORMATION", and "ACKNOWLEDGMENT OF RECEIPT". Several checkboxes and radio buttons are present throughout the form, some of which are checked. At the bottom right, there is a large red button labeled "SUBMIT".



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Cash Collection Voucher Process

- Requesting Country Representative has chosen to make cash payment
 - Logistician prepares CCV (DD1131) **RMs will provide line of accounting along with Customer Numbers and APCs prior to FY beginning.**
 - Logistician will obtain daily exchange rate from Finance Bn
 - According to Type of Support (i.e. Meals, Laundry, Billeting, Fuel, etc.)
 - Types appropriate line of accounting
 - Logistician POC escorts the TCN to the Finance Batt
 - **(NOTE: LOGISTICIAN POC MUST NEVER HANDLE MONEY)**
 - Finance representative assigns DOV number, collects money, signs the DD 1131 and makes distribution:
 - 1 TCN Representative
 - 1 MNSC Representative
 - 1 Finance Box
 - 4 Finance Records
 - Logistician WILL provide copy of CCV and associated ACSA Order(s) to RM. RM will provide copy to DFAS
 - Logistician will ensure local logs are updated and reviewed monthly.

		CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER 789912	RECEIVING OFFICE COLLECTION VOUCHER NUMBER
REMITTING OFFICE	ACTIVITY (Name and location) 628th FINANCE Detachment (Camp Bondsteel, Kosovo)		RECEIVED AND FORWARDED BY (Printed name, title and signature)		DATE 01/01/04
	628th FINANCE Detachment (Camp Bondsteel, Kosovo)		DISBURSING OFFICER (Printed name, title and signature)		
DISBURSING OFFICE	Smith, Jones CPT, Disbursing Officer		DISBURSING STATION SYMBOL NUMBER 8763	DATE 01/01/04	
	PERIOD: From _____ To _____				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
01/01/04	Germany - Customer # 77K99# Paymaster - Germany NSN	CB-5674 OTHER SUPPORT	10.00	21 4 2020 089-3420 1511000000000000000000 H77JADMA 77K99# S91533	
<p>* Represents the last digit of FY, must be the same for both customer number and accounting classifications.</p> <p>An accounting classification represents FY, must be the same year as Customer Number. (i.e. 21 3 2020 0000)</p>					
				TOTAL 10.00	

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Equal Value Exchange (EVE)

- Requesting Country and Logistician must agree to method of payment
- Requesting Country and Logistician review ACSA Order for accuracy and completeness
- Requesting Country and Logistician must maintain a local log for accountability
 - In most cases the EVE transactions are completed simultaneously
 - If not a log will be maintained by both parties until action is complete, or
 - After 12 months turns into a reimbursable action (EFT or Cash)
 - AGATRS will notify initiating office 60 days out that ACSA transaction about to become a cash payment due.
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- EVE are much harder to track and more labor intensive than EFT or Cash transactions; therefore, EFT and Cash procedures are the preferred method for reimbursement of logistical support, and EVE transactions should only be used as a last resort.

NOTE: IAW accounting procedures it is important to ensure the services being provided can be tracked through like appropriation classifications, i.e. Class I for Class I, Class II for Class II, etc.

The screenshot shows a Microsoft Word document titled "STANDARDIZATION AGREEMENT 2004 ANNEX E, NATO STANAG" from the US Army Field Manual FM 21-22, Part 2, Annex E. The form includes sections for REQUESTER/RECIPIENT, DESCRIPTION, QUANTITY, UNIT PRICE, TOTAL, and PAYMENT METHOD. It also contains fields for INVOICING AUTHORITY, TRANSPORTATION DOCUMENT NO., ACCOUNTING ID, and other administrative details.



Replacement In Kind (RIK)

- Requesting Country and Logistician must decide method of payment
- Requesting Country and Logistician review ACSA Order for accuracy and completeness
- Requesting Country and Logistician must maintain a local log for accountability
 - In most cases the RIK transactions are completed simultaneously
 - If not a log will be maintained by both parties until action is complete, or
 - After 12 months turns into a reimbursable action (EFT or Cash)
 - AGATRS will notify initiating office 60 days out that ACSA transaction about to become a cash payment due.
- RM enters reimbursable earning into financial system via Resource Management Tool (RMT)
- RIK are much harder to track and more labor intensive than EFT or Cash transactions; therefore, EFT and Cash procedures are the preferred method for reimbursement of logistical support, and EVE transactions should only be used as a last resort.

NOTE: IAW accounting procedures it is important to ensure the services being provided can be tracked through like appropriation classifications, i.e. Class I for Class I, Class II for Class II, etc...



Direct Billings (US owes Country)

- RM prepares Purchase Request and Commitments (PR&C) (DA 3953) for each contract
- RM forwards certified PR&C to Wiesbaden Contracting Command
- MNSC reviews ACSA Order for accuracy and completeness
- MNSC forwards ACSA Order to RM. RMs will:
 - Be responsible for not exceeding obligated amount. If necessary RM will coordinate or request MOD to PO/Contract.
 - Prepares Payment Memo
 - Post Contract Number on ACSA Order and “USE ACSA Order # as INVOICE #
 - Certifies ACSA Order
 - RM post ACSA Order to excel spreadsheet
- RM forwards a copy of Payment Memo with ACSA Order and PO/Contract to either MNSC or DFAS
- If Payment Memo sent to MNSC, MNSC will hand-carry to Finance BN
- Finance BN prepares SF 1034 and disburses funds
- Finance representative assigns DOV number makes distribution:
 - 1 Country (MOD) Representative
 - 1 Logistian (Provides a copy to RM)
 - 1 Finance Box
 - 4 Finance Records
- RM updates ACSA Central or AGATRS

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AF 37-1, the proposing agency is DASAF/MI</small>		1. PURCHASE INSTRUMENT NO.	2. REGURITION NO.	3. DATE	PAGE OF PAGES
4. TO:	5. THRU:	6. FROM:			
It is requested that the supplies and services enumerated below or on attached list be					
7. PURCHASED FOR	8. DELIVERED TO	9. NOT LATER THAN <small>(Date)</small>			
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in sufficient quantities and at reasonable cost. Local procurement will not yield the required supplies or services in stock, therefore, local procurement is necessary for the following reason: <small>(Check appropriate box and complete item.)</small>					
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		13. REGURITION DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY			
EMERGENCY SITUATION PRECLUDES USE OF REGURITION CHANNELS FOR SECURING ITEM					
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED UNIT PRICE \$/	TOTAL COST \$/
20. TYPED NAME AND TITLE OF CERTIFYING OFFICER					
21. SIGNATURE					
22. DATE					
23. DISCOUNT TERMS					
24. PURCHASE ORDER NUMBER					
25. DELIVERY REQUIREMENTS <small>ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/></small>					
26. TYPED NAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE		29. DATE	
30. TELEPHONE NUMBER					
31. TYPED NAME AND GRADE OF SUPPLY OFFICER		32. SIGNATURE		33. DATE	
34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE					
35. SIGNATURE					
36. DATE					
26. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE					
27. TYPED NAME AND GRADE OF INITIATING OFFICER					
28. SIGNATURE					
29. DATE					
30. TELEPHONE NUMBER					
31. TYPED NAME AND GRADE OF SUPPLY OFFICER					
32. SIGNATURE					
33. DATE					
34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE					
35. SIGNATURE					
36. DATE					

DA FORM 3953, MAR 91 EDITION OF AUG 76 IS OBSOLETE USAPPC V3.00



Common Mistakes

- **Deferred Payment**
 - Forward ACSA Orders to RM immediately after both parties sign them
 - **Do not hold ACSA Orders for the purpose of awaiting payment from country.**
 - Ensure all appropriate signatures are annotated on ACSA Orders prior to processing
- **CCVs**
 - **Monies being posted incorrect FY**
 - **Not reconciling with RM to ensure correct lines of account are utilized**
 - **No EVEs or RIks can be posted on CCV**
 - **Posting Multiple FY transactions on same CCV**
 - **Mixing different classes of support/services (makes EVE/RIK almost impossible)**
 - Ensure all appropriate signatures are annotated
- **Direct Payments - US owes Country**
 - RM and MNSC ensures PO/Contract are in place prior to support/services being provided to US. This will avoid a potential unauthorized commitment (UC)
 - **No buys/payments can be posted on CCV**
 - **Forward ACSA Orders to RM immediately, after both parties sign**
 - **Ensure all appropriate signatures are annotated on ACSA Order(s) prior to processing**



Lessons Learned

Control Transactions:

- Unauthorized Commitments
- Delayed Support/Payment
- Incorrectly Signed/Coordinated/
Processed Forms



AGATRS Tracking System

ACSA Global Automated Tracking and Reporting System (AGATRS)

- **How to Access Website:**
 - [Https://www.jccs.gov/olvr/](https://www.jccs.gov/olvr/)
- **How to Request a User Account**
 - Click to Logon
 - Click New User Register Here
- **How to Obtain Training, contact the following:**
 - AFRICOM OPSLOG, DSN 421-3747
 - AFRICOM Resources, DSN 421-4850
- **Purpose of AGATRS**
 - Track ACSA Orders/STANAGs from Cradle to Grave
- **Does not interface with Supply or Financial Systems**



LESSONS LEARNED

**Train leaders in advance to
avoid:**

- **Unauthorized Commitments (UC)**
- **Delayed support / payment**
- **Missed opportunities**
- **Incorrectly signed / Coordinated / Processed forms**
- **Individuals more aware of ACSA but lack firm understanding of Do's/Don'ts**



Successes

- **Continuous Training**
 - Effective results
 - Program growing - G-2/G-3 support
- **Collections from Countries**
 - Majority timely and up-to-date
- **DFAS**
 - Research assistance



ACSA TRAINING & STAFF ASSISTANCE VISITS

- **Training provided bi-annually to:**
 - **Logisticians**
 - **Resource Managers & Financial personnel**
 - **Legal representatives**
 - **Commanders / ACTOs**
- **Staff assistance visits conducted at:**
 - **Major Subordinate Commands:**
 - SETAF, US Army Africa
 - MARFORAF, US Marines Forces
 - AFAFRICA, Air Forces Africa
 - NAVAFRICA, US Navy Forces Africa
 - SOCAFRICA, Special Operations Command Africa
 - CJTC HOA
- **Other Activity:**
 - DFAS



QUESTIONS

???